

**705 KAR 4:231. General program standards for secondary career and technical education programs.**

RELATES TO: KRS 156.029, 156.802, 20 U.S.C. 2301-2471

STATUTORY AUTHORITY: KRS 156.029, 156.070, 156.802, 156.852, 20 U.S.C. 2301-2471

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.802 requires the Kentucky Board of Education to establish program standards for secondary area vocational education and technology centers. This administrative regulation establishes standards for secondary career and technical education programs in local school districts and area centers essential for compliance with the Carl D. Perkins Career and Technical Education Improvement Act of 2006, 20 U.S.C. 2301-2471.

Section 1. (1) Secondary career and technical education programs shall be designed to serve students enrolled in the following middle school and secondary program areas:

- (a) Agricultural education;
- (b) Business and marketing education;
- (c) Construction technology;
- (d) Engineering and technology education;
- (e) Family and consumer sciences education;
- (f) Government and homeland security;
- (g) Health science education;
- (h) Information technology;
- (i) Law and public safety;
- (j) Manufacturing technology;
- (k) Media arts;
- (l) Transportation education;
- (m) Pathway to careers; and
- (n) Other new and emerging business and industry needs.

(2) Instructional programs shall not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability, in violation of state or federal statutes.

Section 2. (1) Instruction shall be designed to:

- (a) Assist students preparing for school to work transition in recognized occupations and new or emerging occupations, including high technology industries;
- (b) Prepare students for advanced or highly skilled postsecondary technical education programs or entrance into community and technical colleges or universities; and
- (c) Provide career guidance and academic counseling in the development of the individual learning plan as established in 704 KAR 3:305.

(2) If needed, instruction shall be provided to upgrade and update individuals in their present occupations and to retrain existing workers.

Section 3. The content of the instruction in secondary career and technical education programs shall be:

- (1) Aligned with state or national occupational skill standards that have been recognized by business and industry to include an understanding of all aspects of an industry;
- (2) Developed and conducted in consultation with employers and other individuals having skills and knowledge of the occupational fields or industry included in the instruction;
- (3) Developed to include a coherent sequence of academic and career or technical courses

for each program, aligned with career clusters and pathways;

(4) Sufficiently extensive in duration and intensive within a scheduled unit of time to enable students to achieve the objectives of the instruction;

(5) Structured to provide for the integration of technology and rigorous academic content relevant to the career area and aligned with the Kentucky Academic Standards, 704 KAR 3:303; and

(6) Linked to postsecondary education in order to provide smooth and seamless transition to postsecondary education in related technical fields. If possible, articulation of credit from secondary to postsecondary education shall be provided for students, as well as dual credit opportunities.

Section 4. A student completing the requirements for a career pathway may receive a Career Pathway Certificate. Requirements for a Career Pathway Certificate shall include the following:

(1) Successful completion of high school graduation requirements to include four (4) career-related credits relevant to a career cluster or pathway;

(2) Participation in a structured work-based learning experience related to the career cluster or pathway; and

(3) A culminating project related to the career cluster or pathway.

Section 5. A secondary career and technical education program shall provide opportunities for students to participate in high quality work-based learning experiences related to the program in which they are enrolled and shall comply with 705 KAR 4:041. These work-based learning experiences may include the following:

(1) Job shadowing;

(2) Mentoring;

(3) Service Learning;

(4) School-based enterprises;

(5) Entrepreneurship;

(6) Internships;

(7) Cooperative education; or

(8) Pre-apprenticeship.

Section 6. A secondary career and technical education program shall be designed to accommodate students with special learning needs, i.e., the disadvantaged, the disabled, and individuals with limited English proficiency.

Section 7. A secondary career and technical education program shall provide a variety of learning experiences. Programs in grades six (6) through eight (8) shall be designed to allow students to become aware of and explore clusters of occupations. Programs in grades nine (9) through twelve (12) shall provide in-depth exploration, specialized skill development, and preparation for advanced education. Students enrolled in public or private schools shall be permitted to enroll in a state-operated career and technical program consistent with that school district's enrollment quota.

Section 8. A career and technical preparation program shall provide a curriculum of sufficient length to permit students to secure entry level skills in the occupation for which they are training.

Section 9. Recognized career and technical student organizations shall be an integral part of a career and technical education program and shall be supervised by qualified career and technical education personnel. All students shall be provided an opportunity to participate in leadership development activities.

Section 10. Instructional and administrative personnel shall meet the certification requirements as specified by the Education Professional Standards Board in Title 16 KAR.

Section 11. Opportunities in secondary career and technical education programs shall be provided for students to receive an industry-recognized skill standard certificate or credential based on skill standards and assessments.

Section 12. A career and technical education program area shall have an active program advisory committee comprised of business and industry representatives, parents, education representatives, and, if applicable to the program area, labor organizations representatives to assist in planning, implementing, and evaluating programs.

Section 13. Requests for exceptions to any standards for career and technical instructional programs shall be submitted in writing by the local educational agency to the chief state school officer.

Section 14. (1) Assessment of the career and technical education programs shall be conducted in accordance with requirements and instruments approved by the Office of Career and Technical Education, which are based upon indicators of quality programming including curriculum and assessment alignment with industry standards, the academic and technical skill attainment of students, work-based learning opportunities, career and technical student organizations, active advisory committees and industry partnerships, and the successful transition of students to postsecondary opportunities.

(2) Staff from the Office of Career and Technical Education shall conduct annual evaluations of career and technical education programs, based on state and federal accountability data, and identify programs for technical assistance and continuous improvement visits.

Section 15. (1) The maximum number of students per class shall be based on the class setting.

(a) For a classroom setting, the maximum enrollment shall be thirty-one (31).

(b) For a laboratory or shop setting, the number of students enrolled in a class shall not exceed the number of work stations available in the facility.

(2)(a) A program shall provide classrooms, laboratories, and other facilities including instructional equipment, supplies, teaching aids, and other materials in sufficient quantity and quality to meet the objectives of the instructional programs.

(b) Equipment used in career and technical education programs shall be similar to that used in business and industry.

(c) An inventory of all equipment with an original purchase price of \$500 or more shall be maintained by the local school district or area technology center.

(d) The facilities for each program shall be:

1. In compliance with 702 KAR 4:180 and be of adequate size to accommodate the activities and the number of work stations unique to the program; and

2. Approved by the chief state school officer or designee.

Section 16. (1) A career and technical education program shall meet the performance indicators in accordance with the requirements of the Carl Perkins Career and Technical Education Improvement Act of 2006, 20 U.S.C. 2301-2471, which include the following:

- (a) State established academic and vocational technical skill achievement;
- (b) Attainment of a secondary diploma;
- (c) Placement in postsecondary education or employment;
- (d) Nontraditional training and employment; and
- (e) Issuance of a Career Pathway Certificate or Career and Technical Certificate of Achievement to students.

(2) The performance indicators shall be used to determine the effectiveness of the program in terms of its objectives and shall include annual follow-up data as well as annual enrollment reports.

(3) An audit of the utilization of federal and state funds shall be conducted by the Kentucky Department of Education to assure that eligible recipients meet the requirements for each approved career and technical education program.

Section 17. Federal funds to be received by a local school district under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, 20 U.S.C. 2301-2471, may be withheld for noncompliance with this administrative regulation or with the Carl D. Perkins Career and Technical Education Improvement Act of 2006.

This is to certify that the chief state school officer has reviewed and recommended this administrative regulation prior to its adoption by the Kentucky Board of Education, as required by KRS 156.070(5). (20 Ky.R. 3391; Am. 21 Ky.R. 348; eff. 8-4-1994; 27 Ky.R. 865; 1261; eff. 11-17-2000; 43 Ky.R. 449, 1180; eff. 1-30-2017.)